

February 22, 1940.

To the Executive Committee of the Colorado Springs Fine Arts Center:-

Under the new plan of adult education by the Colorado Springs Fine Arts Center, a class or series of classes in Photography is being considered. At the request of Mr. Parker, I hereby present the following plan of operations for such classes.

1. That the laundry and two small adjoining rooms in the basement of 808 North Cascade be remodeled for dark rooms and work room. These rooms are so located and so equipped with plumbing and water facilities as well as electricity that they can be remodeled at a very small cost. The stationary tubs can be utilized as they are, and with the removal of the bathroom fixtures in one small room it can easily be converted into a developing room with the installation of a proper sink.
2. That the north room on the first floor be available for these classes as a studio and lecture room.
3. That the Fine Arts Center advance for the purpose of the photographic school the sum of \$200.00 to be expended for re-modeling purposes and the purchase of simple necessary equipment for the initial work of these classes. When the school is well established and a sufficient number of students enrolled to warrant, that such additional equipment be added as is deemed necessary.
4. That the policy of the this school be to instruct students in the principals and practise of photography as a medium of fine art expression.
5. That a class be offered at once for beginners and a second class for students of some experience, and that these classes be so planned that ~~students in~~ the beginner class may be advanced to the next class as they are able, and a new class for beginners be formed. That the program for these classes be submitted to the director of the Fine Arts Center as soon as they can be formulated.
6. That this school be organized to commence work by March 1st or as soon thereafter as is possible, and that the classes will be continuous.
7. That the tuition for these classes be held at a minimum charge in relation to other classes in the school with the addition of a laboratory fee, said tuition and

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fees to be worked out to a satisfactory charge by the director of the Fine Arts Center and the instructor of the school of photography.

8. That this department shall be called the School of Photography of the Colorado Springs Fine Arts Center.

9. That the Art Library of the Fine Arts Center be available to the students of the School of Photography.

10. That the instructor of the School of Photography be reimbursed for his or her salary on a basis of two thirds of the received tuition for the instructor with the remaining one third for the Fine Arts Center.

Respectfully submitted